

# Exhibitor manual



# 2024

Hospitalar   
By Informa Markets



# May 21 - 24 2024

São Paulo Expo

Hospitalar

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Updated on February 02, 2024

## MANUAL UPDATES

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- 5.11 SOME IMPORTANT EXPLANATIONS
- 5.12 GOOD PRACTICES IN SUSTAINABILITY AT EVENTS ORGANIZED AND PROMETED BY INFORMA MARKETS
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## Dear Exhibitor,

The purpose of this manual is to guide and assist you in your participation at **Hospitalar 2024**. It is important that exhibitors and fitters respect the rules and deadlines set out in these documents to ensure that your exhibition runs smoothly and safely.

The Exhibitor has the entire responsibility to observe and comply to all the standards required in this manual.

The Organizer reserves the right to establish, any time as necessary, new standards and rules that are necessary to smooth progress of the event, as well as change and/or add relevant information to the exhibitor, contractor and suppliers.

We ask for your attention regarding the standards and deadlines set in this Manual and required by the laws and authorities with the intention of avoiding unnecessary disturbs.

For further information, the **Informa Markets** team is at your disposal:

### CALL CENTER

Phone./ Whatsapp: +55 11 5043-9680

E-mail: [atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br)

### CUSTOMER SUCCESS

Érika Costa

E-mail: [erika.costa@informa.com](mailto:erika.costa@informa.com)

### OPERATIONAL

Erika Fernandes

E-mail: [erika.fernandes@informa.com](mailto:erika.fernandes@informa.com)

Adilson Sampaio

E-mail: [adilson.sampaio@informa.com](mailto:adilson.sampaio@informa.com)

### QUESTION ABOUT PROJECTS

E-mail: [projetos.hospitalar@informa.com](mailto:projetos.hospitalar@informa.com)

### FINANCIAL DEPARTMENT

[financeirocr@informa.com](mailto:financeirocr@informa.com)

### TAX DEPARTMENT

[fiscalbr@informa.com](mailto:fiscalbr@informa.com)

### COMMERCIAL DEPARTMENT

Email: [comercial.hospitalar@informa.com](mailto:comercial.hospitalar@informa.com)

### IMPORTANT WARNING

**Hospitalar is a business event. Entry is only permitted for people over 18 years of age. Minors may access the event as long as they are accompanied by their parents or legal guardians and upon signing a liability waiver at the entrance to the event.**



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# 1 GENERAL INFORMATION

## 1.1 ORGANIZER'S RIGHT

The Organizer reserves the right to change at the procedures and rules set in this manual, or establish new standards, in adequate time to assure quality, security of any situation across the event.

The Organizer may rearrange or change the exhibition areas up to the event day, and according to the rules established in the contract to accommodate any empty space or to promote a better visitor/exhibitor experience. The Organizer will respect the entire rented area space and will previously inform the exhibitor.

**In order to start building the stand, the Organizer demands immediate payment of any financial obligation left by the exhibitor concerning to the contracted area and mandatory services or others contracted services.**

The Organizer can penalize or cease the activities in the stand that is found to be against the rules set by this manual or in the regulations stated in the participation contract and services.

## 1.2 EXHIBITOR, ASSEMBLER AND SUPPLIER'S RESPONSIBILITIES

Respect all the rules and deadlines established in this manual and guide your employees and contracted third parties.

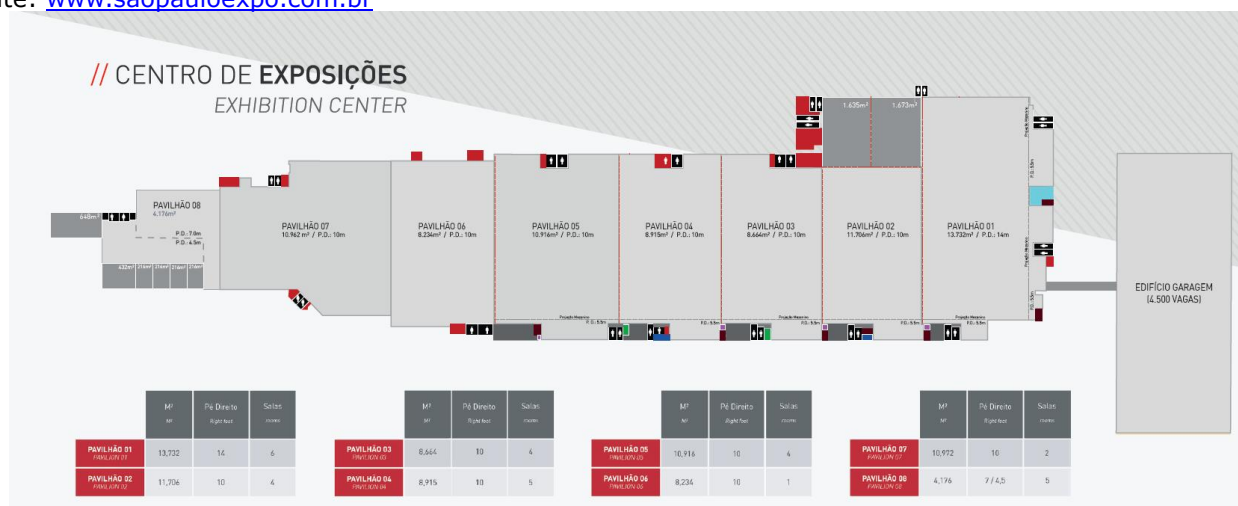
## 1.3 VENUE

### SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER

Rodovia dos Imigrantes, s/n - Km, 1,5

CEP: 04329-900

Site: [www.saopauloexpo.com.br](http://www.saopauloexpo.com.br)



## 1.4 PARKING

The parking is managed by **INDIGO**, that is responsible for the control of access and charge during the assembly, staging and disassembly periods.

There may be other events taking place in the complex during this period. To avoid any inconvenience, we suggest that you carefully observe the signs at the parking lot entrances.



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## 1.5 TRADE FAIR DAYS AND TIMES

MAY						
D	S	T	Q	Q	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 from 12pm to 08pm	16 from 08am to 08pm	17 from 08am to 08pm	18 from 08am to 08pm
19 from 08am to 08pm	20 from 08am to 10pm	21 from 11am to 08pm	22 from 11am to 08pm	23 from 11am to 08pm	24 from 11am to 08pm	25 Start at Midnight
26 End at 6pm	27	28	29	30	31	

Build up

Decoration

Exhibitions Days

Disassembly

**\*ATTENTION:** the assembly on May 24th will work as follows:

- From 8pm – Visitors leave and the walkways are removed;
- From 9pm – Exhibitors and rental companies remove materials and products;
- From 12pm – Entry of the assemblers and starting of dismantling;

For more details on disassembly, see item 5.28 and 5.29

**ALL STANDS MUST BE COMPLETED BY 8PM ON MAY 19TH. MAY 20TH FROM 8 A.M. TO 10 P.M. IS FOR INTERNAL DECORATION ONLY. THE DEADLINE FOR DISASSEMBLY IS BY 6 P.M. ON MAY 26TH.**

## 1.6 EXHIBITOR SERVICE CENTER – SERVICE TIMETABLE

MAY						
D	S	T	Q	Q	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 from 12 a.m. to 08 p.m.	16 from 8 a.m. to 08 p.m.	17 from 8 a.m. to 08 p.m.	18 from 8 a.m. to 08 p.m.
19 from 8 a.m. to 08 p.m.	20 from 8 a.m. to 10 p.m.	21 from 8 a.m. to 8 p.m.	22 from 8 a.m. to 8 p.m.	23 from 8 a.m. to 8 p.m.	24 from 8 a.m. to 8 p.m.	25
26	27	28	29	30	31	



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## 2 EXHIBITOR'S PORTAL

### 2.1 MANDATORY SERVICES

All the mandatory services are already included in your participation contract of the exhibition.

### 2.2 MINIMUM POWER CONSUMPTION

The power consumption is measured in kVA and will be offered in **380V three-phase / 220V mono-phase** by the pavilion.

The organizer considers the consumption during all the exhibition days and 1 (one) day in additional for tests during the last day of assembling. In case the exhibitor needs the anticipation of the power, please get in contact with the organizer to inform them your needs.

**Minimum energy consumption (0.1 KVA per m<sup>2</sup>):** mandatory for all exhibitors for the basic operation of the stand.

For stands larger than **20m<sup>2</sup>**, the amount will be calculated based on the size of your stand multiplied by **0.07KVA**.

To calculate the number of kVA required for your stand, you must add up the watts of your lighting system and electrical equipment. Consult the nameplate of your equipment and the reference table available in **Attachment 1 ("Table for Calculating Electricity")** of this manual.

The kVA used on the stand during the event will be checked and controlled by the event's official infrastructure company.

If consumption exceeds the contracted amount during the fair, the exhibitor will receive a notification and charge for immediate payment at the CAEX - Exhibitor Service Center.

### 2.3 CLEANING DURING ASSEMBLY

**The cleaning fee is compulsory for all exhibitors and will be charged per m<sup>2</sup>.**

This service refers to the general cleaning of the pavilion (removal of debris, circulation areas, toilets and common areas) during the **assembly period**.

It is the responsibility of the assembly company or a specific company hired to deliver the stand clean for the inauguration.

**This fee does not cover the removal of debris and garbage produced during dismantling. It is the responsibility of the exhibitor/assembler to ensure that the rented area is cleared and cleaned when it is returned.**

#### 2.3.1 MUNICIPAL TAX (TFE)

**In accordance with N° 13.474 and N° 13.477, of DECEMBER 30th, 2002**, the São Paulo City Municipality requires the Promoter to pay the following fee for each stand:

TFE - Tax for the Inspection of Establishments;





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Mandatory only for exhibitors at Fairs and Events in the Municipality of São Paulo, the "Establishment Inspection Fee (TFE)" is due as a result of the actions of the competent bodies of the Executive that exercise police power, carrying out permanent activities of control, surveillance or inspection of compliance with municipal legislation.

The fee is regulated by the following legislation of the municipality of São Paulo: Law No. 13.477/02 (TFE). The fee due will be collected by the Promoter and passed on to the São Paulo City Government, except in the event of non-compliance with the rules in this manual.

## 2.4 ADDITIONAL SERVICES

Additional services must be ordered according to the needs of each exhibitor.

### 2.4.1 ADDITIONAL POWER CONSUMPTION

This should be requested when the kVA consumption required to operate the equipment exceeds the mandatory minimum (taking into account lighting and equipment).



**Please note that the voltage available in the pavilion is 380V three-phase. It can be transformed into 220V single-phase by the assembler's electrician/technician, and the cost is per kVA.**

To calculate the quantity of kVA necessary for your stand, the exhibitor must add up the watts of their lighting system and electrical equipment. Consult the technical references of your equipment and the Reference Table available in the **Attachment 1 - ("Table to calculate power consumption")** in this manual.

### 2.4.2 HYDRAULICS

Please note that the Promoter will only provide the hydraulic point. It is the responsibility of the exhibitor/assembler to connect the hydraulic point to the sink or equipment, as well as to carry out all the necessary finishing.

Please note that the hydraulic point is not included with the sink and finishing.



**To request this service, the stand must have a raised floor in the area of the hydraulic point.**

**Water supply:** 1/2 and 3/4 inch rubber hose  
Metal or threaded 1/2 or 3/4 ball valve with lever



**Sewage collection:** 40mm PVC pipe located inside the stand



**The use of a pouring point for combi ovens or similar is permitted, provided that the water outlet does not exceed a maximum temperature of 70°C to avoid deformation and leakage during installation.**



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**ATTENTION:** For equipment that requires a drainage pipe, the exhibitor must request the installation of a drainage point.

**It is compulsory to identify the location of the water and/or drainage point in the stand design.**

## 2.5 TRADE FAIR ACCREDITATION

Only accredited people will be allowed to enter the event areas, and it is mandatory to carry credentials in a visible place throughout their stay in the internal areas of the pavilion.

When accessing the pavilion, you will be asked to present a photo ID. If a member of the team is not carrying documentation, they will not be authorized to enter or remain on site.

### 2.5.1 EXHIBITOR BADGES

All exhibitor credentials are free of charge. These credentials are personal and non-transferable, valid only for the exhibitor's own employees, when duly completed.

**\*Full name, job title and PASSPORT number must be filled in for the credential. It is not permitted to enter the name of the company/institution in this field.**

Use of these credentials by third parties will result in them being confiscated. It is compulsory to present identification upon request.

In order to minimize loss and consequently additional costs for printing duplicate credentials, we recommend that exhibitors send a duly identified bearer to CAEX from the first day of assembly to pick them up in advance.

**It is worth noting that credentials will only be handed out once the fees have been paid.**

### 2.5.2 CONTRACTOR AND SUPPLIER'S BADGES

To request badges of assembler or provider, it is necessary to access the area of the provider, after the exhibitors make the link of the assembler in the Exhibitor Portal, they will receive an email with the access information.

All badges filled previously through the website should be collected at CAMPS – Assembly and Service Provider Service Center, from the 1st day of operation, upon confirmation of payment.

**Each credential will have a cost, according to the price available on the client portal's e-commerce and the current price list.**

**SINDIPROM MEMBERS:** Members of Sindiprom will not have to pay for their badges, as long as they present a copy of their membership card at CAMPS – Assembly and Service Provider Service Center.

**ABRACE member:** assemblers members are also exempt from paying for credentials. As proof of this, their name must appear on the ABRACE website as a member, and they must inform and apply directly to CAEX.

### 2.5.3 PHOTOGRAPHERS AND FILM

Photographic and filming work is the responsibility of each exhibitor. The professional must be registered as a stand service provider. The exhibitor is responsible for ensuring that image capture is restricted to the exhibitor's stand. If images are taken of visitors or other stands, the exhibitor is responsible for collecting authorization for the use of images from the people involved and presenting it to the Promoter if requested, even after the event has taken place.

### 2.5.4 SECURITY BADGE

According to the NOTIFICATION LETTER issued by the FEDERAL POLICE on 4/8/99, companies promoting and organizing events are strictly prohibited from accrediting people who are not qualified and regulated for SECURITY and/or stand SURVEILLANCE services.



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Both for “exhibitor employee” security and for “contracted company” security, the credential will have a cost, according to the price available on the website.

We recommend hiring the Official security company that will be published in the List of **Official Suppliers**.

The exhibitor must hire employees from legally specialized companies and require the necessary documents, as directed by the Federal Police, to release the credential in the pavilion, such as an operating authorization, safety certificate, and an operating authorization review.

The credential of the **security guard hired by a non-Official** company will only be delivered upon presentation of the following documents at **CAMPS** - Assembler and Service Provider Customer Service Center:

- ✓ Personal security documents with simple copy (ID Card and Federal documents – CPF, criminal records, graduation certificate and recycling certificate for those who graduated more than 2 years ago);
- ✓ Service Contract between the exhibitor and the security company or letter with the exhibitor’s letterhead, informing the name of the company and the security staff that will perform the service;
- ✓ Covering Letter of the contract company in letterhead , informing the name of the company and the security staff that will perform the service and the exhibitor’s name;
- ✓ Certificate and authorization for company operation valid through 01 year (simple copy).

We request special attention to compliance with these requirements, as we will be inspected by the Federal Police during the event and, if any Law infringements are found, non-compliant companies will be subject to warnings, fines and even prohibitions from operating.

**The Organizer will not be responsible for any theft or robbery that may occur in the event.**

Under **no circumstances** may security guards carry any type of weapon.



**Exhibitors, assemblers or service providers will not be allowed to stay inside the pavilion during the night period. This access is only permitted for security guards, properly identified with the respective badge and personal documents.**

**SECURITY COMPANIES MUST BE REGISTERED BY 05/07/2024. AFTER THIS DATE, IT WILL ONLY BE POSSIBLE TO CONTRACT THE OFFICIAL SERVICE OFFERED BY THE PROMOTER.**

## 2.5.5 VIP GUEST BADGE

The VIP credential is a benefit that the exhibitor has to invite their preferred customers and partners. The number of VIP invitations is made available according to the size of the exhibitor's stand.

Courtesies for Exhibitors:

From 1m<sup>2</sup> to 50m<sup>2</sup>: 180 amenities + 20 VIP invitations  
From 51m<sup>2</sup> to 100m<sup>2</sup>: 360 amenities + 35 VIP invitations  
Over 101m<sup>2</sup>: 600 amenities + 50 VIP invitations

\* Your guests' credential is valid during the 4 days of the event.

Benefits of the VIP category

The VIP invitation guarantees exclusive entrance access, lounge with Wi-Fi, cloakroom and co-working space.

## 2.5.6 DATA COLLECTOR

With a view to speeding things up, facilitating access to data, and improving the measurement of your results during the fair, data collection from the professionals who visit your stand is now 100% digital, using Leadster.



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Leadster is a tool where your team can, by simply scanning the visitor's credential code, collect, rate and make notes on each professional who passes by your stand during the event.

You can purchase Leadster when you book your stand, directly with your sales executive or through the e-commerce additional services.

With just one Leadster license, you'll be able to register your entire team, increasing even more your ability to collect contacts during the event.

If you would like more details about Leadster, please contact our exhibitor support team at [atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br).

## 2.6 PAYMENTS

### PAYMENT CONDITIONS AND TERMS:

#### A) E- -COMMERCE (now available through Exhibitor's Portal):

- Bank slip

Payment within 7 calendar days of purchase (respecting the deadline).

- Credit cards (Amex, Visa, Mastercard, Elo)

Purchases are available through e-commerce up to **MAY 7th, 2024**, one week before the assembly starts.

#### B) CAEX (Exhibitors Service Center during the show, in the Exhibition Halls)

- Cash or Credit cards (Visa, Mastercard, Elo) charged in local currency (Brazilian Real) after the assembly is started.

**NOTE: We do not accept checks.**

**ATTENTION:** As of **MAY 7th, 2024**, no online purchases will be allowed through the Customer Portal after 6 p.m. (Brasília time).

**Orders placed and not paid for by MAY 08, 2024, will be automatically canceled. And the purchase must be made directly at CAEX at the current updated price list.**

Credentials will only be issued once all outstanding amounts have been paid.

If you have any questions, please contact the Finance Department by e-mail at [financeirocr@informa.com](mailto:financeirocr@informa.com).

### 2.6.1 TAX PROCEDURES

We inform you that for the 2023 edition, the invoice for the total value of the contract and services will be issued in the month of the Event, and, for each bank slip, a Simple Receipt is issued with the description of the value of each security as well as the description of the withholding of taxes. As provided in the contract. The available receipt has the treatment according to the advance of the payments inherent to the Services Provision of PLANNING, ORGANIZATION AND ADMINISTRATION OF FAIRS, EXHIBITIONS, CONFERENCES AND SIMILAR - CODE OF SERVICES: 07161 - ITEM 17.10 OF COMPLEMENTARY LAW 116/03.

For more information about invoices and receipts, contact the Tax Department or e-mail:

[fiscalbr@informa.com](mailto:fiscalbr@informa.com) or [fiscal1@informa.com](mailto:fiscal1@informa.com).



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## 2.7 EXHIBITOR CATALOG

<https://app.informamarkets.com.br/event/hospitalar-2024> **Hospitalar HUB** is the event's official platform and the place where the fair's exhibitors will be listed. Each exhibitor is responsible for updating their page.

If you still don't have access to the Hospitalar Hub platform, please contact the service team: [atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br)

In order to add special content such as videos, personalized images, banners or more products, you will need to upgrade your package. In this case, please contact the executive responsible for your account.

## 3 SECURITY DURING THE EVENT

The event has a security team in the common areas, and at its access controls, available throughout the entire assembly, staging and dismantling period.

The exhibitor is responsible for the security of all goods displayed in the internal area of their stand.

It is the responsibility of each exhibitor to provide security for their stand, objects and equipment on display during assembly, staging and dismantling.



**PLEASE NOTE: We recommend that you pay extra attention to all your personal belongings while in the pavilion, especially laptops, tablets, digital cameras and cell phones. Keep them under your constant observation or in a safe place. The organizer is not responsible for the incidence of theft of this type of equipment at events. Be vigilant and avoid inconvenience.**

Also avoid hiring clandestine companies, as well as people who are not qualified to work as security guards, or even companies that are authorized but are not in good standing with the Private Security Control Police.

Exhibitors are responsible for the isolation and security of their stands during the assembly, decoration, holding and dismantling of the event. The event organizer will not be held responsible for any loss, damage, theft, malfunction or loss of any kind during the assembly, event and disassembly periods, and each exhibitor must ensure the safekeeping and surveillance of their products and equipment. After the end of the activities (check the period in items "1.5 TRADE FAIR DAYS AND TIMES" and "1.6 EXHIBITOR SERVICE CENTER – SERVICE TIMETABLE"), all participants, exhibitors and other service providers must leave the pavilion, only the security guards who provide services to the exhibiting company, and the staff of the organizing company must stay in the pavilion.

**The exhibiting company may hire security from a supplier it trusts**, since the service provider affords the necessary documentation requested in section "2.5.4 SECURITY BADGE" of this manual.

We recommend that you contract the security service through our e-commerce section in the Customer Portal. If you have any questions or need support in contracting, please contact customer service by e-mail at [atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br) or number +55 (11) 5043-9680.

The e-commerce will be open until **05/07th/2024** for contracting this service. For information on payments, days and times available, see item "2.6 - PAYMENTS" in this manual. If you have contracted the security service through e-commerce on the Customer Portal, you do not need to purchase a credential for this service.

### SAFETY TIPS FOR THE EVENT:



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- To ask for information or help, always look for someone with an event organizer's badge or an official supplier's badge;
- Don't neglect your belongings. Beware of people who approach you suspiciously just to distract you;
- Don't leave your wallet, cell phone or other belongings on the table if you have to leave temporarily;
- Charge camcorders, laptops, cell phones or other electronic devices in a safe place;
- Keep your personal belongings in a safe place;
- As a suggestion, have a mini storage room at your stand with a key for your team's belongings and leave only one person in charge of the key.

## **IN THE CASE OF NOTEBOOKS AND CELL PHONES:**

- Always make insure and back up;
- Keep the screen out of reach of prying eyes;
- Wow, free Wi-Fi! Be careful with open networks;
- Use secure passwords to block them;
- Install a VPN, especially if the laptop is used for professional purposes.

If something happens and you need support, please contact CAEX (EXHIBITOR SERVICE CENTER), where you will be assisted by the organizers and the event's security supervisor. The team will help you file a police report, reporting all lost or stolen items, via the link below, or at the police station closest to the event: <https://www.delegaciaeletronica.policiacivil.sp.gov.br/ssp-de-cidadao/home>

Foreigners who have lost their passport should go to their country's consular office to obtain a new one. If you lose a credit card, contact your bank immediately.

## **SAFETY AND EMERGENCY**

Always have these numbers within easy reach.

- Traffic - CET – 156
- Fire Brigade – 193
- Civil Defense – 199
- Specialized Women's Police Stations – 180
- Hotline – 181 or 0800-156315
- Information DDI 0800 777 1515
- Ombudsman of the Municipality of São Paulo – 0800 17 5717
- Civil Police – 197
- Military Police – 190
- Federal Highway Police – 191
- SAMU - Mobile Emergency Service – 192
- Sustainable Tourism and Childhood - Dial and report the sexual exploitation of children and adolescents – 100.



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## 4. HOSPITALAR HUB PLATFORM

### 4.1 INTRODUCTION TO THE DIGITAL PLATFORM

The exclusive Digital Platform of HOSPITALAR HUB (<https://app.informamarkets.com.br/event/hospitalar-2024>) is a revolutionary space to boost your presence during the Event and expand your connections throughout the year. This Digital Platform will be your ally in both the virtual and in-person environments, taking your participation to a new level.

Get ready to dive into **HOSPITALAR HUB**.

You will soon receive a special welcome email from the sender, [noreply@informamarkets.com.br](mailto:noreply@informamarkets.com.br). If you don't see the email in your inbox, check your SPAM folder – we don't want you to miss any important details.

### 4.2 WHY SEIZE THE MOST IN THE DIGITAL PLATFORM

This is your chance to boost your sales and strengthen your brand. Make the most of all the possibilities offered by the Digital Platform, using it as a partner to achieve recognition and success. During your journey, we'll be here to send you detailed guidance on how to use the platform.

- Networking and Connecting: Prospect for new business opportunities by adding and talking to with your target audience.
- Keep an eye on your inbox on the Digital Platform, a new opportunity could arrive at any moment!
- Find out the latest news in real time via the Event Feed!
- Search for exhibiting companies and products and find out about the latest launches in the sector!
- Watch the best content we have available for you!

### 4.3 SUCCESS CHECKLIST

Your experience with the Digital Platform will be even more fruitful by following this step-by-step guide:

- Bring your Company profile to life. Add logos, videos, attractive catalogs and even links to your social networks. Tip: Be careful, this is your business card, and the first impression is the one that sticks!
- Add all your staff who will be at the event to your Company Profile, so that everyone is connected and able to do good business!
- Use the "Connect" function to locate visitors who share an interest in your segment, expanding your network.
- Don't miss what's important: Favorite the lectures and panels that most caught your attention in the "Schedule Yourself" menu.

### 4.4 UNCOMPLICATED ACCESS

In addition to the access received via email, you can access the platform directly via the link <https://app.informamarkets.com.br/event/hospitalar-2024>. Click on the "Login" option in the top right corner of the screen, enter your email and create a password to start enjoying all the features.



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## 4.4 SUPPORT ALWAYS PRESENT

Do you have any questions? We're at your side, ready to help you during every step of the way on your Digital Platform journey. Don't hesitate to contact us at [atendimento.hospitalar@informamarkets.com.br](mailto:atendimento.hospitalar@informamarkets.com.br) to receive personalized and efficient support.

# 5 ASSEMBLY AND DISASSEMBLY RULES

## 5.1 OCCUPANCY AND USE OF THE RENTED AREA

The contracted areas will be released for occupation and the start of assembly in accordance with the dates, times and requirements contained in this manual. Areas not occupied **within 48 hours** prior to the start of the event may be relocated at the sole and exclusive discretion of the Fair Management, and the exhibitor will not be entitled to any compensation or claims.

## 5.2 PROJECT PRESENTATION – (FREE AREA)

It is mandatory to present the stand design for approval. The stand construction must follow exactly the designs sent to the Organizer. Any changes in the stand design should be submitted to the Operations Department prior to construction for new approval.

It is mandatory to send the following documents:

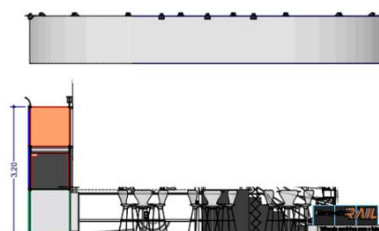
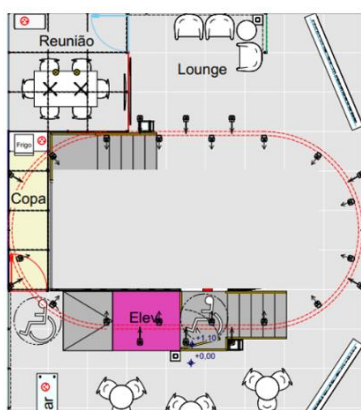
- Floor plan;
- Front and side elevation;
- Perspective (1 per façade) with visible qualified professional and responsible printed name and signature, as well as the telephone;
- Project and Execution A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility) - mandatory; \*
- Electrical A.R.T (Technical Responsibility Note) / R.R.T (Registration of Technical Responsibility)
- Copy of CAU / CREA card registration; \*\*
- Responsibility Term dully filled and signed;
- Better Stands form;
- **Aerial structures: send documents directly to São Paulo Expo (form available for download on the drive).**

Projects and documentation must be sent via the J.A Promoções system. After exhibitors have linked the assembler to the Customer Portal, they will receive an email with access information. Submission must be made by the deadline published in this manual. Projects received via email will not be analyzed.

**E-mail for question about the projects: [projetos.hospitalar@informa.com](mailto:projetos.hospitalar@informa.com)**

\*A.R.T. (Technical Responsibility Note) or R.R.T. (Registration of Technical Responsibility) must be signed for a Professional registered at CAU/CREA of the State of São Paulo. The payment proof must be sent;  
\*\*Copy of membership card from CAU/CREA of the professional that signed the A.R.T./R.R.T.

## PROJECT EXAMPLES





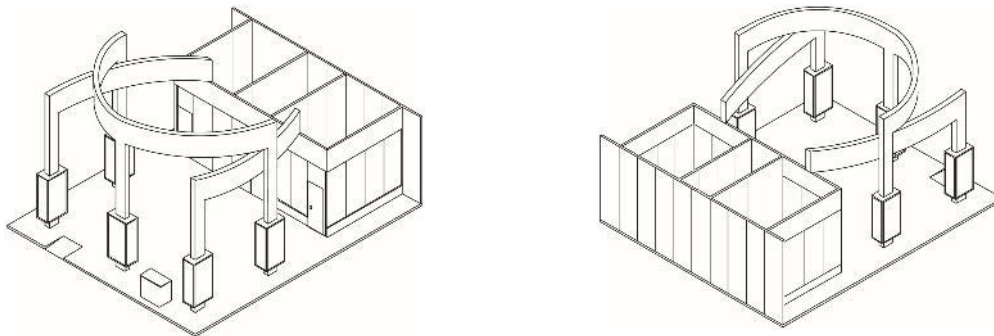


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### Perspectives



**DEADLINE TO SUBMIT THE STAND PROJECT: May 04th, 2024**

#### IMPORTANT OBSERVATIONS

1. All projects submitted must have height dimensions and area measurements;
2. Assembly companies are obliged to identify the project with the name of the exhibitor responsible, telephone number and contact e-mail address;
3. Failure to comply with the above stipulations within the stipulated period will exempt the Promoter from any responsibility and/or obligation.

#### ATTENTION:

**The stand construction will be released upon project approval, and no outstanding payment from exhibitor and contractor. It is of highly important, due to inspection, to keep the copy of A.R.T./ R.R.T. at the stand throughout the build up period.**

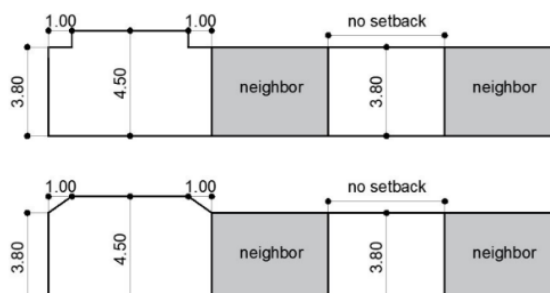
#### 5.3 RESPONSIBILITY TERM AND OCCUPATION OF AREA

The assembly company will deliver the Responsibility Term, taking responsibility for any damage that may be caused by its equipment and/or staff to the pavilion, to third parties, including penalties imposed by not comply with assembler, maintenance and dismantling, according to the deadlines established in the fair regulations and in this manual.

#### 5.4 HEIGHT LIMIT AND BUILDING SETBACKS FOR STANDS

HEIGHT LIMIT (From floor to ceiling)	MINIMUM SETBACK (Only neighbor*)
Up to 3,80 m	No setback
3,81m to 4,50m	1,00m

**\*\*Setback is mandatory only for the construction of walls facing neighbors (regardless of the stand configuration, e.g. box, island end and corner).**





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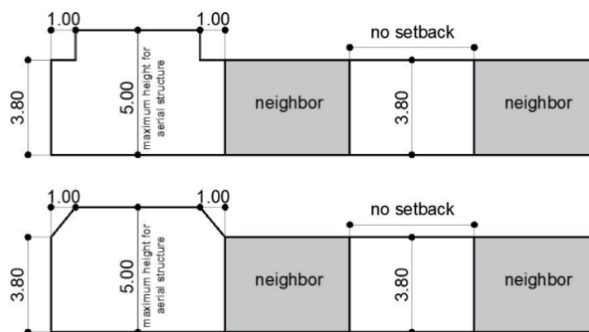


**ATTENTION:** The use of containers as an exhibition stand is authorized, as long as it follows all required standards, such as height limits and 50% of visibility. The entry and positioning of this material must take place near the machine entrance, on the first day and time of assembly.

## 5.5 SUSPENDED STRUCTURE HEIGHT

HEIGHT LIMIT (From floor to ceiling)	MINIMUM SETBACK (Only neighbor*)
Up to 5,00m	1,00m

For stands that have suspended (aerial) structures, they may only raise this structure to 5,00 m. Other walls must follow the height limit of 4,50m , respecting the appropriate setbacks.



## 5.6 VISIBILITY

Stands may not, under any circumstances, close in their totality any of the sides that are facing the aisles. The visibility should not exceed 50% of the linear space of each side of the stand, so it should have 50% of each side (the rule is also valid when used glass). At the opening location, transparent glass or acrylic (even partial), showcases, visual communication and/or special effects that maintain transparency for the interior of the stand will be accepted. Glass walls or similar transparent material should have safety signs.

**IMPORTANT:** For all the stands in front only, corners and island end configurations, it is mandatory to build up walls with the neighboring stand to divide the area. Also remember that at the back of the wall, if your neighbor has the standard height (2.20m), it is mandatory to do the neutral finish (white color) at the same quality level, up to the height limit built.

## 5.7 PARTITION WALLS AND FINISHES

It is mandatory to build dividing walls on the sides facing the neighbors inside the own area. The minimum height must be **2,20 m**, from the hall floor, and the maximum allowed is 4,50 m, respecting the height setback of the entire stand.



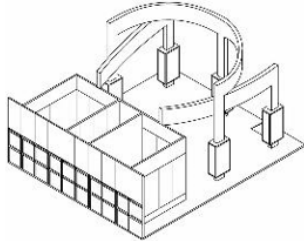
# May 21 - 24 2024

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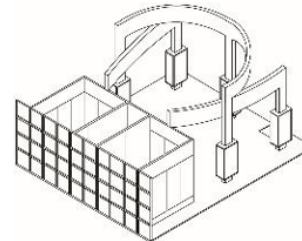


## EXAMPLE

✓ RIGHT



✗ WRONG



**IMPORTANT:** Hydrants/Fire Extinguisher within the stand area should have an easy access and be well signaled.

### 5.8 GLASS WALLS

All glass walls should be built with tempered or laminated glass and respect the setback indicated by the Organizer.

The panels should be clearly identified with safety tape (stickers, graphic designs, logos, etc.) during the entire time of assembler and dismantling, in order to avoid accidents.

All legal requirements, Fire Service Rules, and Brazilian Standards (NBR 7.199, NBR 14.697 and NBR 14.698) must be obeyed. For glass panels with adhesive film (e.g. dark or protective film such as the Brazilian product *Insulfilm*), it is mandatory to present an A.R.T. (Technical Responsibility Note) or the R.R.T (Technical Responsibility Registration). When tempered or laminated glass is used, a manufacture certificate must be presented.

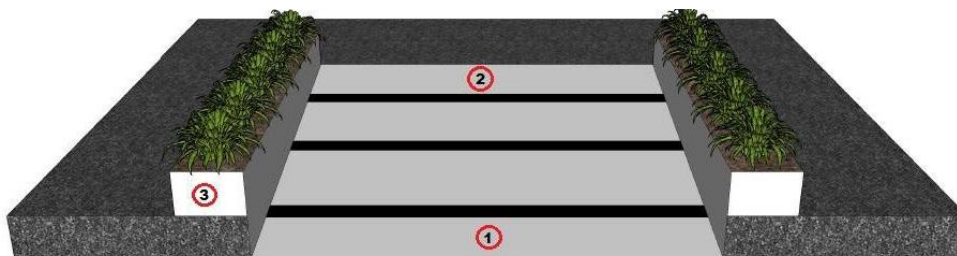
### 5.9 STAND'S FLOOR

**Platform floor is optional.** If there is a platform floor, it is mandatory to include access for wheelchairs despite the stand size.

**Stands with elevated floors of up to 20cm should have an access ramp with an incline between 8.33% and 10%. Ramps must be chamfered on their sides, a minimum width of 1.20m is allowed, with an 80cm wide clearance for wheelchair users.**

Each stand area will be marked on the hall floor. It is the Exhibitor and/or Contractor responsibility to request assistance from the Operations Team to sort any doubts about the leased area.

**Example 1:**



- 1 - Slope between 8,33% and 10%.
- 2 - Free passage minimum 0,80cm.
- 3 - Side barrier along the entire length of the ramp of 0,10cm width x 0,15cm height

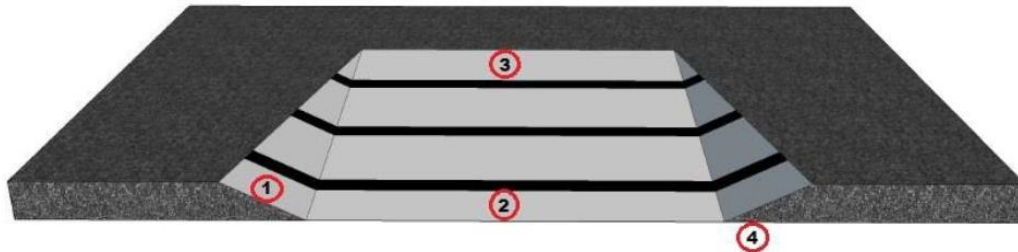


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**Example 2:**



- 1 and 2 – Slope between 8,33% and 10%.**
- 3 – Free passage minimum 0,80cm.**
- 4 – Minimum ramp width 1,20m (gap and bevel)**

**The Operational team will not be liable for any uneven floor or any related issue to not use a raised floor.**

**IMPORTANT:** For all stands with raised floor up to 0,50 cm high, from the floor, is mandatory to present an A.R.T. (Technical Responsibility Note) or the R.R.T (Technical Responsibility Registration) signed for a professional registered at CAU/CREA of the State of São Paulo, proof the payment of the charges and structural calculation of the project in two copies.

### 5.9.1 PAVILION'S FLOOR

The pavilion floor cannot be demarcated, drilled, or painted by the exhibitor/assembler. It is necessary to cover the pavilion floor with material suitable for its protection.

Before taking any type of equipment or machinery, it is necessary to check the weight, as the pavilion floor supports a maximum of 3000 kg per m<sup>2</sup>.

Any damage caused will result in a fine and the price will be charged directly to the exhibitor by the pavilion.

### 5.9.2 ADHESIVE TAPE PERMITTED

When the exhibitor and/or assembler uses carpet and/or lining directly on the floor of the pavilion. **IT IS MANDATORY TO USE THE FOLLOWING TYPES OF EASY DOUBLE SIDED TAPE REMOVAL, WHICH MUST BE REMOVED BY THE ASSEMBLER, FOR THE AREA TO BE DELIVERED IN THE SAME CONDITION AS WHEN IT WAS RECEIVED:**

- Double sided 3M SCOTCH – Ref. 4880.
- CARPEFIX double sided adhesive paper – Ref. 462/ 40g/m<sup>2</sup>.

The use of glue and/or other "sticky" abrasive derivatives directly on the floor is expressly prohibited.

**Attention:** Double-sided adhesive tapes have a different degree of adhesion depending on the side applied, check the tape label before applying. Applying it incorrectly can make it difficult to remove during disassembly. See example according to the manufacturer ADERE: "Medium adhesion on the external side and high adhesion on the internal side". It is the assembler's responsibility to completely remove tape waste from the assembly area.

All tapes must be removed during disassembly, leaving the area clean.

### 5.10 ASSEMBLY OF STANDS WITH MEZZANINE

Following the conditions below, they can be evaluated and approved by Informa:

- Heights up to 5 meters;



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- Mezzanines installed on top of containers, which do not require construction, just installations (without generating waste and ensuring greater worker safety)

Or

- Mezzanines that meet the requirements of the GOLD category of Better Stands.

	Category	Items	Fully disposable	Bronze	Silver	Gold	
Reused	1	Stand structure and walls	Structure or framework of the stand, walls, panels for meeting rooms, backdrop.	●	✓	✓	✓
	2	Platform or Raised Flooring	Structure of flooring (excluding surface covering, e.g., carpet).	●	✓	✓	✓
	3	Furniture and Equipment	Showcases, counters, chairs, tables, sofa, coffee table, cabinet, flyer stand, LED walls, TV, AV equipment etc.	●	✓	✓	✓
	4	Lighting	All kinds of lighting in the stand and within showcases.	●	✓	✓	✓
	5	Fascia & Overhead Signage	Overhead signage or branding, Fascia, company logo on top of the stand structure.	●	●	✓	✓
	6	Rigged structure	Any rigged structure including Lighting Gantries or other structural elements.	●	●	✓	✓
	7	Ceiling	Any form of ceiling e.g., fabric ceiling, solid ceilings for lighting or stand support.	●	●	✓	✓
	8	Display facilities	Built in or detachable product display cabinets, Lightboxes etc.	●	●	✓	✓
Reused or Recycle	9	Flooring	Carpet, floor tiles, HDF coverings, Lino etc.	●	●	●	✓
	10	Graphics & Decorative Items	Stand graphics that are wall mounted or floor standing (not overhead) and any other decorative items such as plants & flowers, models & ornaments.	●	●	●	✓

## 5.11 AERIAL STRUCTURE

Use of the pavilion's airspace is permitted for the installation of cables to fix banners, up to a height limit of 5.00 m for first floor stands, as long as the setbacks of neighbors are respected. For more information, please contact:

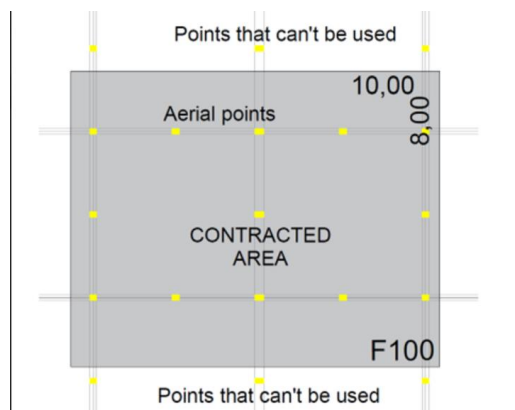
The airspace above the height limit will be used for merchandising actions purchased from the event organizers. For more information, contact: [comercial.hospitalar@informa.com](mailto:comercial.hospitalar@informa.com)

**Download the file (Normas Estrutura Aérea SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER) from Google Drive Hospitalar 2024.**

**It describes the procedures and standards for the aerial structure in the pavilion.**

**For the use of aerial cables, only those cables that are within the contracted area will be allowed, and it will not be possible to use the points that are on the streets. We advise you to request a technical plan of the aerial network of the contracted area before drawing up the project, in order to size the cables within the exhibition area.**

Example below:





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The exhibitor/assembler will be allowed to place suspended structures fixed to the ceiling of the Pavilion when this is indispensable for supporting the stand, provided that the following documentation mentioned in the **SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER Air Structure Standards** file is submitted to the SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER operational team no later than 30 (thirty) days before the event and to the operational department together with the stand project.

- **The price charged is per point fixed to the pavilion's metal structure.**
- **Maximum load capacity is 50kg per knot point.**

Request the file via the customer service e-mail (Normas Estrutura Aérea SÃO PAULO EXPO – EXHIBITION & CONVENTION CENTER). It describes the procedures and standards for the aerial structure in the pavilion.

São Paulo Expo  
+55 (11) 5067-1717  
riggingspexpo@glbr.com.br  
cabos.spexpo@glbr.com.br

## 5.12 HORIZONTAL PROJECTION STAND

The horizontal projection of any assembly element or products on display must be within the limits of the leased area.

Projections over neighboring stands or circulation areas will not be permitted.

## 5.13 PROJECTION OF STAND FAÇADE

No raised shelves may be installed projecting outside the boundaries of the area, with the exception of lighting spots, with a minimum height of more than **2.80m**.

Stands may only be identified from the side facing the street. No roofs facing neighbors will be allowed.

## 5.14 USE OF THATCH, LYCRA AND DECORATIVE FABRICS

For the use of thatch, lycra and decorative fabrics, it is compulsory to present a report on the application of a flame retardant product (fireproofing). These materials must be accompanied by fire extinguishers in adequate quantity, at the discretion of the Fair Management and/or the Official Fire Brigade.

The material may undergo a flame test and will have an entry time to the fairground. The fire retardant certificate and A.R.T. / R.R.T. should be delivered to the show Fire Brigade during build up.

## 5.15 AUDITORIUMS OR PROJECTION ROOMS

In environments such as auditoriums or projection rooms, or even closed, dark environments, emergency lights must be installed, acoustics appropriate to the activity, signage for emergency exits, signs indicating the maximum capacity, and other safety equipment that may be necessary.

The Organizer may require installation of additional safety equipment, and block access to any room that does not comply with any one of these mandatory safety items.

## 5.16 EXTERNAL LIGHTS, WALL BRACKETS, EXTERNAL SPOTLIGHTS, ETC

Solutions Arena (covered pavilion), any and all lighting on the outside of the stand must be shielded, preventing access by people. Sconces and external spotlights must be above **2.80 m** or isolated and protected from visitor access.



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All stand lighting must be self-sufficient, and the exhibitor/assembler must not "rely" on the general lighting of the fairgrounds. The exhibitor/assembler must ensure that this lighting does not harm neighboring stands (floodlights, etc.) or visitors.

The Fair Management reserves the right to close the stand until the requests for protection or removal of equipment (floodlights, etc.) are complied.

### 5.17 MASONRY CONSTRUCTION

It is not allowed construction of any masonry or similar material like tiles, concrete, etc.

In case masonry stand is required, it is mandatory to get Organizers approval prior to start the stand design. If approved, the construction must take into account the need to cover the floor of the fairground with material suitable for its protection.

### 5.18 CABLES

Cables are not allowed to cross common areas, neighboring stands and aisles. If a cable or different installation is needed, it should be checked in advance with the Organizer.

It is mandatory to use a non-flammable cable and with double mechanic isolation (PP type). In case of any doubt, check the NBR 5.410. All stands electrical installation must be grounded.

### 5.19 PAVILION ELECTRICAL INSTALLATION

The cable gauges and socket capacities supplied for the stands will be dimensioned according to the table below:

Amount Requested (kVA)	Maximum current electric (A)	Cable (PP Type)	Outlet (Industrial Type - Female - Earth 6hrs)
0 to 22	32	6 mm	32 A
23 to 42	61	16 mm	63 A
Over 43	The distribution will be studied on time.		Ponta viva

In accordance with Regulatory Standard NR-10 (art. 10.5.1, items "a" and "c"), the following is the procedure to be adopted when energizing distribution boards installed in temporary electrical installations. Before energizing the stand, the main circuit breaker must be tripped. After confirming that the circuit breaker has been disarmed, carry out a voltage test on the stand's main switchboard and on the stand's other distribution circuits, regardless the connection provided by the pavilion to the stand (Steck or Ponta Viva). This test is usual and normative, as mentioned above in the NR-10 articles. It is carried out so that no problems occur as soon as the stand is energized, causing equipment to burn out and possible accidents to the people involved in the assembly. It is therefore the assembler's responsibility to carry out a voltage test on the main switchboards before energizing the stand.

### THE GROUNDING OF EACH STAND IS MANDATORY ACCORDING TO THE NR 3410.

São Paulo Expo only supplies the point with a female Steck.

The electrical distribution, power board and sockets are the responsibility of the exhibitor.



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#### Socket supplied 32A or 63A

- Industrial socket 3P + N + T
- Female
- Earth direction 6 hours



#### Socket required for 32A or 63A connection:

- Industrial socket 3P + N + T
- Male
- Earth direction 6 hours

#### VOLTAGE SYSTEM

- 380 V - FFF + T
- 220 V - F + N + T
- 60 HZ frequency

## 5.20 ELECTRICAL APPLIANCES

Electrical appliances are widely used in the assembly and disassembly of stands. Direct contact with electrical materials can cause serious or fatal injuries. To avoid these accidents, due attention must be paid to the safe use of electricity.

Here are some basic safety precautions for using electricity:

- Check all electrical appliances before use. Repair or replace damaged or defective parts;
- If the protection device of the electrical equipment (fuse or circuit breaker) is failure, the problem must be checked immediately and rectified before using the equipment again;
- All sockets and plugs must be suitable and electrical cable connections must be adequately protected;
- Avoid overloading electrical sockets;
- All electrical work must be performed by an electrician, duly identified with a bracelet provided by the organizer.

### 5.20.1 USE OF A TRANSFORMER

The load and consumption of the transformer used must be informed, not just the load of the equipment. The transformer must be compatible with the circuit breaker used in the stand's main switchboard and its peak current must not exceed the capacity of the bus circuit breaker (120A). If the transformer has a peak current greater than 120A, please contact the technical manager of the São Paulo Expo pavilion by e-mail: [operacoessp@glbr.com.br](mailto:operacoessp@glbr.com.br).

## 5.21 USE OF INDIVIDUAL PROTECTION EQUIPMENT AND COLLECTIVE PROTECTION EQUIPMENT (EPI AND EPC)

According to Regulatory Standard No. 6 of the Ministry of Labor and Employment (MTE) the promoter determines that: the use of PPE - Personal Protective Equipment - is mandatory and EPC - Collective Protection Equipment, specific to the development of each function.





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According to Article 157 of the CLT, companies are responsible for:

- I. Complying with and enforcing safety and occupational health regulations;
- II. Instruct the employee, through work orders, on the precautions to be taken to avoid accidents at work or occupational

diseases;



**The use of sandals, flip-flops, clogs or any type of open shoe will not be allowed inside the exhibition park, nor will the movement of people wearing shorts, skirts, capri pants, tank tops or no shirts during set-up and dismantling.**

- Examples of EPC are**
- Safety signs;
  - Protection of moving parts of machinery and equipment;
  - Stair railings;
  - Chemical hoods, etc.



**Minors under the age of 18 are prohibited from entering the pavilion during the stand assembly and disassembly period, even if accompanied by a legal guardian.**

When carrying out services in and around electrical installations, collective protection equipment must be provided and adopted.

Collective Protective Equipment - CPE is any device, system, fixed or mobile, whose purpose is to preserve the physical integrity and health of workers, users and third parties.

### 5.22 COMMON AREAS

The common areas and neighboring stands may not be used for materials, tools, garbage bags and products to be installed in the stand. All The process should be performed only within the limits of the exhibitor's stand.

In case you need to leave any material, temporarily, in the common area, the contractor company will have to leave a free area of **1 m** width for trolleys maneuver and fast track for emergency equipment, rescue teams, aid and fire brigades.

### 5.23 AIR-CONDITIONING

**The SÃO PAULO EXPO - EXHIBITION & CONVENTION CENTER has air-conditioning system that will be in operation during the show days.**



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*São Paulo Expo*



**It is not allowed** to have air conditioning equipment inside the stands.

#### **5.24 EQUIPMENT AND ENERGY TEST**

**From May 20th, from 10:00 am to 8:00 pm**, the pavilion's power supply will be released to test the equipment. After this, the supply will be available regularly throughout the event, according to the opening and closing times.

#### **5.25 DECORATION AND STAND CLEANING**

The final decoration of the stands will take place on **May 20th, from 8:00 a.m. to 10:00 p.m.** Sanding, painting, welding, sawing and/or any other assembly that produces dirt after this time is prohibited.

It is the responsibility of the assembly company to deliver the stand clean for the opening.

**THE USE OF PPE EQUIPMENT IS MANDATORY THROUGHOUT THE BUILD, DECORATION AND DISASSEMBLY PERIOD.**

#### **5.26 CARPETING OF THE COMMON AREAS**

The walkways (carpets) will be laid from **2 p.m. on MAY 20TH**. The entry of any and all assembly or exhibition equipment must be carried out in such a way as to not damage the walkways already installed.

Any damage to the walkways will be the sole responsibility of the exhibitor, who must reimburse the Fair Management for the cost of replacing and reinstalling the damaged walkway roll

#### **5.27 ENTRY OF GOODS**

All goods will be free to enter the pavilion. It is the exhibitor's sole responsibility to comply with any legal requirement regarding the procedure for shipping goods, products, equipment and/or utensils. See item ("**Legal Requirements**" -Tax Procedures).

**IMPORTANT:** The Organizer is not responsible for the receipt of goods and does not provide any kind of storage facility on the fairgrounds for exhibitors' products and equipment, also being exempt from any liability for damage, breakdown, loss, theft or robbery of any kind.

It is the exhibitor's responsibility to provide a place to store their materials and belongings, as well as to have an employee responsible for receiving equipment and/or products.

**On May 20th, only the decoration of stands and the entry of materials by hand or by means of trolleys with pneumatic rubber tyres will be allowed until 10 pm.**

#### **5.28 DISASSEMBLY**

On May **24th, from 09pm to 11:59pm**, only the removal of decoration material will be allowed, products, equipments and exhibitors' belongings by hand or by means of trolleys with pneumatic rubber tires.

Exhibitors are asked to keep a responsible employee at their stand during the dismantling period until their equipment has been completely removed, as the fair management is not responsible for any disappearance, damage and/or theft that may occur.

The Promoter is exempt from any liability for damage, malfunction, loss, theft or robbery of any kind.

**ATTENTION: The Organizer does not keep any material after dismantling has finished.**



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### 5.29 DISASSEMBLY RULES AND DATES

MAY						
D	S	T	Q	Q	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 from 09pm to 11:59pm	25 Start at Midnight
26 End at 06pm	27	28	29	30	31	

### DISASSEMBLY

- 05/24th**  
**From 09 p.m. to 11:59p.m.:**  
Removal of materials and products of exhibitors
- 05/25th – 12 a.m.:** the disassembly period starts
- 05/26th – 06 p.m.:** end of the disassembly

### 5.30 END OF DISASSEMBLY PERIOD

The disassembly ends, imperatively, on **May 26th, 2024 at 06 p.m.** The rented area must be restored to the Organizers, clean and free from any build up materials. All rubbish and debris should be removed by the exhibitor or assemblers.

The materials, equipments and products that eventually remaining in the pavilion after the disassembly period, will be collected by the Fair Management, which will charge the exhibitor for the costs arising from this operation and will also execute the Statement of Liability.

**IMPORTANT:** We ask all exhibitors that handle oil and/or paints during the event, to provide the proper cleaning and protection prior to equipment removal to prevent any stains on the hall floor.

Companies that do not adopt this measure can be fined according to the damage occurred. It is important to guide the responsible technician.

### 5.31 INFORMA MARKETS AND SUSTAINABILITY

Our goal is to be an increasingly sustainable business with a positive impact on our clients and the communities around the venues where the events are held. Through the **Faster Forward** program, we are incorporating sustainability into everything we do and seizing opportunities to help our customers and markets to do the same.

The program is structured around 3 pillars - **Faster to Zero, Sustainability Inside and Impact Multiplier** - with ambitious commitments and a wide range of activities, embracing Informa's business



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operations, our brands and products, and our impact on the wider community.



In the **Faster to Zero** pillar, one of our global goals is:

**Halve the waste generated through our products and events by 2025.**

And to achieve this goal, we launched the **Better Stands** program, which in turn has 2 objectives: **to eliminate the use of disposable structures**, replacing them with structures, and **zero waste generation**.



We want to show that reusable stands can be better and create an even more relevant experience at our events experience at our events, and we invite you, exhibitors and organizers, to join us in the future of events in Brazil and around the world, more sustainable for everyone and for the environment.

### 5.32 SOME IMPORTANT EXPLANATIONS

#### Why are we asking exhibitors to stop building disposable stands?

Disposable stands create considerable environmental and safety problems on site due to the amount of waste generated, the high risks due to less safe construction practices, and the toxic impact of the raw materials used in the stands. The quality of the finish is also often compromised due to the pressure of working time (assembly and disassembly).

#### What is a disposable stand?

Generally, its structure is built with materials that cannot be reused or recycled after the event after the event, so it is only used once and then demolished and disposed of, generating a very large amount of waste.



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### **What is a reusable (non-disposable) stand?**

A reusable (non-disposable) stand is built with materials designed to be used several times. There are almost infinite variations of multi-use brackets to suit every size and desired appearance, and as the cost of these supports is generally lower than for disposable supports, this helps to reduce expenses and provide a better investment.

### **What is a prefabricated stand?**

A prefabricated stand is one that arrives at the event in pieces ready to be assembled, reducing the need for on-site work. At the end of the event, the stand is dismantled into pieces and kept for reuse at other events.

Benefits of reusable and prefabricated stands:

- Reduces material waste and environmental impact;
- Reduces construction, assembly and disassembly time;
- Reduces design and construction costs;
- Increases the safety of assemblers, exhibitors and visitors;
- Allows investment in stands of higher quality and durability.

### **My stand is made of wood - isn't that recyclable?**

Most of the disposable stands built at events are made from MDF, which cannot be recycled, and when cut, releases clouds of carcinogenic dust particles.

Once used, MDF can only be disposed of in landfills or incinerated and therefore does not comply with the Better Stands requirements.

However, some prefabricated stands can be made from wooden stock panels, which are reusable and would therefore comply with the new regulations. It is important that the contracted assembler send details of the materials being used to clarify this.

## **5.33 GOOD PRACTICES IN SUSTAINABILITY AT EVENTS ORGANIZED AND PROMOTED BY INFORMA MARKETS**

Here are some recommendations for you, the exhibitors, so that your stand complies with the criteria of the **Better Stands program**.

### **Recommended:**

- All the main elements, i.e., walls, arches, counters, etc., should be built with reusable materials, e.g., system construction or stock panels;
- The stand structure must be prefabricated and ready for assembly on site;
- Final adjustments to prefabricated parts are permitted for fitting purposes;
- Final coating of TVOC (Volatile Organic Solvent Content) paints is acceptable for repair purposes only;
- Flat floors and system floors must be cut to size before entering the site and be recyclable and/or reusable;
- The use of LED lighting;
- The use of recycled carpet, vinyl flooring and other floor coverings.



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## **Not recommended:**

- The use of single MDF panels or similar raw materials planned to be cut on site;
- The use of 'other' raw materials to build main structural elements, i.e., walls, arches, floor systems, counters, etc., which are not intended to be reused or recycled after use;
- Construction of any stand component from single-use materials
- Build from scratch on the site of any central element of the stand;
- The use of incandescent lamps;
- The use of non-recycled carpet; vinyl flooring and other floor coverings.

By following these tips, you can be sure that your stand and brand will be allies in ensuring good practices in sustainability, increasing public engagement, and at the same time, making your product and/or service is much more valued in the market.



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## 6 - REGULATORY STANDARDS

The Regulatory Standards –(Normas regulamentadoras- NR) is used to regulate/ instruct about the mandatory procedures related to work health and safety in Brazil. The Regulatory Standards from Chapter V, Title II, from the Working Consolidation Laws (CLT), related to the Job's Health and Safety, were approved by the Ordinance N° 3.214, from 08 June 1978 and are mandatory to be followed by all Brazilian companies following the CLT legislation.

During the assembly and disassembly of the stand must meet the requirements in the NRs:

**NR 06 – Personal Protective Equipment**

**NR 10 – Security in Facilities and Services in Electricity**

**NR 11 – Transport, Handling, Storage and Material Handling**

**NR 18 – Conditions and Working Environment in the Construction Industry**

**NR 35 – Working at Height**

To carry out the work in time and electricity, the training specified in these NRs will be requirements for release of its work. The organizer will develop assemblers' identification system through the bracelet use for each type of work, which should be used in any period of assembly and disassembly.

Training certificates for use of hoisting equipment (NR 11), aerial work platforms (NR 18) , should be checked by the service provider contracted by the manufacturer and exhibitor, being asked by the organizer. For more information and to know the complete regulation, please access:

<http://www.mtsp.gov.br/seguranca-e-saude-no-trabalho/normatizacao/normas-regulamentadoras>

### 6.1 NR-12 - HEALTH AND SAFETY IN MACHINERY AND EQUIPMENTS OPERATION

As explained in the Legal Requirements Chapter of this Manual under the item "MINISTRY OF LABOR AND SOCIAL SECURITY", exhibitor, Promoter, service providers must comply with all Regulatory Standards, Conventions, Decrees, Normative Instructions, Laws and Ordinances applied to Occupational Health and Safety.

With regard to Safety at Work in Machinery and Equipment related to this event, we note the attention paid to all Regulatory Standards and other legislation, especially **NR-12 - SAFETY AT WORK IN MACHINERY AND EQUIPMENT**.

The full content of all legal regulations related to Labor Ministry can be accessed online on: <http://portal.mte.gov.br/legislacao/>.

In addition to the Regulatory Standards of the Ministry of Labor and Social Security, the Exhibitor must observe the following fundamental concepts and general design principles relating to machine safety, established by "ABNT" in accordance with the Brazilian Committee for Machinery and Mechanical Equipment and the MERCOSUR Sectorial Committee for Machinery and Mechanical Equipment.

We also recommend that the machines comply with the following standards, among others Brazilian Technical Standards:



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Nº	Title	Date
ABNT NBR 13759: 1996	Safety of machinery - Emergency stop equipment - Functional aspects - Project principles	30/12/1996
ABNT NBR. 13970:1997	Machine safety - Temperature of accessible surfaces - Ergonomic data to establish temperature limits for heated surfaces	30/09/1997
ABNT NBR 14009: 1997	Safety of machinery - Principles for risk assessment	30/11/1997
ABNT NBR. 14152:1998	Safety machine - Two-hand control devices - Functional aspects and project principles	30/07/1998
ABNT NBR 14153:1998	Safety of machinery - Safety-related parts of control systems - General principles for the project / ISSO 13849-1: 2006, Safety of machinery - Safety - related parts of control systems - Part 1: General principles for design	30/07/1998
ABNT NBR 14154:1998	Machine safety - Preventing unexpected starts	30/07/1998
ABNT NBR 14191-1:1998	Machinery safety - Reducing health risks resulting from hazardous substances emitted by machinery	30/10/1998

ABNTNBRNM 213-1:2000	Safety of machinery - Fundamental concepts, general project principles - Part 1: Basic terminology and methodology	30/01/2000
ABNT NBR NM 213-2:2000	Safety of machinery - Fundamental concepts, general project principles - Part 2: Technical principles and specialization and specifications	30/01/2000
ABNT NBR NM 272:2002	Safety of machinery - Protections - General requirements for the project and construction of fixed and mobile protections	30/07/2002
ABNT NBR NM 273:2002	Safety of machinery - Interlocking devices associated with protection - Principles for project and selection	30/07/2002
ABNT NBR NM ISO 13852:2003	Safety of machinery - Safety distances to prevent access to danger zones by upper limbs	30/05/2003
ABNT NBR NM ISO 13853:2003	Safety of machinery - Safety distances to prevent access to danger zones by lower limbs	30/11/2003
ABNT NBR NM ISO 13854:2003	Machine safety - Minimum gaps to avoid crushing parts of the human body	30/05/2003
ABNT NBR 13930:2008	Mechanical presses - Safety requirements	18/08/2008

Since June 11th, 2010, it has been forbidden to manufacture, import and market machines and equipment with squirrel-cage rotor induction electric motors between 1 hp and 250 hp, which that do not meet the high efficiency requirements.

The labeling of engines with the above characteristics is mandatory, and they must comply with INMETRO's conformity assessment requirements.

It is important to note that the use of machinery and equipment that does not comply with the INMETRO requirements will be subject to inspection, as well as a fine or seizure.





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The ordinances that regulate electric motors are:

- INMETRO Order No. 243 of September 4th, 2009

<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001485.pdf>

- Ordinance No. 488 of December 8th, 2010

<http://www.inmetro.gov.br/legislacao/rtac/pdf/RTAC001643.pdf>

Please note that labor inspectors will be inspecting the machinery and equipment on display during the fair.

If security devices need to be removed to better display the products, we suggest that the device should also be on display and that visitors should be made aware of the fact that the machine is without them, even if it is not put into operation under these conditions.

## 6.2 USE OF STAIRS

The use of stairs inside the pavilion is common during assembly and disassembly. Some precautions must be taken to ensure the safety of the workers using them:

- Choose the right type of stairs for the job;
- Only use stairs that are of good quality and in perfect condition;
- Maintain the three balance points before use;
- If necessary, receive the help of a person to protect and provide the necessary assistance;
- Use the stairs for light, short-term work. Do not overload the ladder;
- Do not work on the steps of the stairs when you are more than 2.00 m high; if necessary, you must wear a safety belt;
- Do not place the stairs on irregular, sloping surfaces or on loose materials;
- Provide information, appropriate instructions, training and supervision for users;
- Scaffolding work floors must be fully lined, non-slip, level and securely and sturdily fixed or locked;
- Scaffolding must have a guardrail system and a toe board, including at the head end, around the entire perimeter, with the exception of the working face;
- Scaffolding must be accessed safely via a staircase built into the structure;
- It is forbidden to move scaffolding structures with workers on them;
- Scaffold towers may not exceed a height of four times the smallest dimension of the support base when not guyed;
- Scaffolding castors must be fitted with locks to prevent accidental movement.



**It is forbidden to move with professionals on the stairs, and it is mandatory that the employee comes down from the stairs to move it.**



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## 7 ADDITIONAL INFORMATION

### 7.1 FIRST AID

The emergency service will be in operation at times compatible with the periods of assembly, realization and disassembly periods set out in this manual.



**If you need to work after the period specified in this manual, you will be charged. The person responsible must go to CAEX to pay immediately.**

**ATTENTION:** The delivery of goods or remaining in the pavilion after the time announced by the event organizers will only be possible with the prior authorization of the Operational Team, as long as the medical service is available on site.

### 7.2 TELEPHONE AND INTERNET

For events held at São Paulo Expo, Hipernet provides direct line rental services and internet via air cable configured with the requested speed. The lease period will be counted from the installation date. Internal cabling and router installation are the sole responsibility of the exhibitor. Tel.: +55 11 3077-5500 [feiras@hipernet.net](mailto:feiras@hipernet.net)

**IMPORTANT:** wireless signal (wi-fi) is not available at São Paulo Expo.

### 7.3 INSURANCE

**Hire:** <https://vendas.seguroexpositor.com/plataformas/informa-markets/feiras-e-eventos>

The exhibitor is **obliged** to take out specific insurance for Miscellaneous Risks - RD and Civil Liability - RC, which provide sufficient cover for the risks involved during the assembly and disassembly of the stand and the period during which the event is being held. Coverage must be contracted with insured amounts sufficient to cover losses resulting from damage to third parties, personal and material, or to the Exhibition Pavilions and resulting from damage and theft resulting from the relevant material on display. The ineffectiveness of these policies in covering the above risks will result in the exhibitor and their assembler being fully liable for all losses that may occur, and they will be responsible for indemnifying and recovering all damages from the Promoter, the Pavilion and third parties. We reiterate that exhibitors are free to take out insurance through their preferred broker.

### 7.4 INTERNAL LOGISTICS SERVICES

The following services will be offered by official companies for hire during the assembly and disassembly period.

- ✓ Forklift truck
- ✓ Munck truck
- ✓ Pallet truck
- ✓ Crane
- ✓ Removal team

The company's contact details will be published on the **Official Suppliers List**.

Accredited companies do not have the exclusive right to provide logistics services. Exhibitors have the free choice to contract another company of their choice.

In order to transport materials and/or equipment, the company providing the internal logistics service requires the exhibitor to take out insurance.



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The exhibitor can take out insurance with the official company, which will calculate the cost based on the value of the equipment described on the invoice, both when the product is brought in and when it is taken out.

**ATTENTION:** The official company will not charge for the insurance when the DDR Letter - Waiver of Right of Return in the name of the company making the move, delivered on the Insurer's letterhead, is presented. Letters issued by brokers will not be accepted.

The model letter is available in **Annex II (Waiver of Right of Return)** of this manual.

**The exhibitor is responsible for any damage caused by the outsourced transport company and the movement of this equipment inside the pavilion (e.g., tire marks, oil stains on the floor, accidents and damage to the pavilion structure).**

## 7.5 CUSTOMS CLEARANCE AND FORWARDING

For the contracting of import services, and for the temporary/definitive admission of goods or samples, the exhibitor may contact the accredited companies. The data will be published in the **Official Suppliers List**.

It is at the exhibitor's discretion whether to hire a company for clearance, customs clearance and/or transit of goods.

## 7.6 CO-EXHIBITOR'S PARTICIPATION

**RELATED COMPANY DEFINITION:** a related company is an organization that shares the exhibition space with the exhibitor company, respecting the agreement conditions.

**NUMBER OF RELATED COMPANIES:** the number of related companies allowed in each stand depends on its dimension, with the right to 1 (one) related company per 12 square meters of exhibition space.

## 7.7 PRESS OFFICE

Information on Hospitalar's official press office, press accreditation and press offices will be released shortly.

## 7.8 TRAVEL AGENCY

The official travel agency for Hospitalar is **FEIRAS E CONGRESSOS**.

You can consult travel and accommodation options directly on the agency's website

<https://feirasecongressos.com.br/feira-hospitalar-2024/> or by contacting

[hospitalar@feirasecongressos.com.br](mailto:hospitalar@feirasecongressos.com.br), and phone numbers +55 (11) 93464-3019 e +55(11) 5033-3137.



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## 8 EXHIBITOR'S DAYS

Exhibitors must have at least one member of their staff present at the stand who can provide information about the products on display. A responsible person must be on the stand at least 30 minutes before the event opens.

Stands may not be closed before the end of event hours, even on the last day of the event.

The lighting will remain on for the duration of the event, and it is the exhibitor's responsibility to turn off the main power switch to their stand at the end of the day.

**The lighting system will be switched off 30 (thirty) minutes after the daily closing of the fair.**

**IMPORTANT:** The sale of food, ice cream, drinks and cigarettes on the stand is prohibited.

### 8.1 PROMOTIONAL DISTRIBUTION AND BRAN PROMOTION

Exhibitors are forbidden to keep their staff outside the confines of the stand when selling or distributing leaflets, gifts, etc.

The distribution of gifts, samples, leaflets and catalogs will be allowed exclusively inside the stand, except from non-participating companies with no connection to the exhibitor.

If it is essential for the exhibitor to present products, equipment and services on its stand that it does not manufacture itself or represent exclusively, but which complement its product line, it is compulsory to send a written request to the Promoter who, at their discretion, may or may not authorize the display of the material.

It will not be allowed:

- Advertising, promotion or marketing of any other promoter of events in the pavilion;
- Goods and / or exposure of brands competing to Official sponsors of the event companies;
- Exhibition of brands and soft drinks.

Exhibitors who do not comply with this determination will have their material confiscated by the Security Department and may collect them only after the show closes. The Organisers may also, at any time, prohibit the operation of the stand.

**It is forbidden to sell products or services to visitor during the event.**

### 8.2 EXHIBITS OF MACHINES AND VEHICLES ON THE STAND

Equipment and/or large vehicles that will be exposed during the event must be related and informed in advance to the Organizer for approval through the form "**Machinery and Equipment**" available for download in the Exhibitor's Portal. This information is important to control the access of trucks to the loading or unloading area and ensure that equipment is placed in the respective areas in a timely manner.

After completing the form, the exhibitor must send the document to [projetos.hospitalar@informa.com](mailto:projetos.hospitalar@informa.com), **until MAY 3rd.**

It is mandatory to send the project of this demonstration, contemplating the safety and sound insulation issues when necessary.

For all motor vehicles that will be exposed, fuel tanks are required to be below the reserve line to avoid large quantities of flammable liquid in an enclosed space.



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The Operational Team may, at any time, request the inspection of the fuel level of the vehicle.

- It is forbidden to exhibit or demonstrate any used machinery or equipment. All these items must be new and unused. The Promoter will notify the exhibitor at any time, and will require that the equipment be removed or covered, and take appropriate action, at the exhibitor's expense.
- The Operations Team may suspend or terminate the demonstration of any equipment, product, structure or stand elements that might pose a risk to people, or that produce a high level of noise or vibration that could disturb the activities of neighboring stands.

**The noise limit allowed during the exhibition is 70 decibels.**

### 8.3 EVENTS HELD INSIDE THE STANDS

It is strictly prohibited to conduct some events throughout the event:

- Pyrotechnic shows using smoke or dirigibles;
- Presentation of live models of any gender half-naked or wearing g-strings;
- Animals of any species or size, including birds for decoration of the stand or to complement the demonstration of the products on display;
- Use of drones inside the pavilion.

### 8.4 TICKETS AND BOX OFFICE

Hospitalar is a business event aimed at healthcare professionals. To take part, all visitors must be accredited. More details on Hospitalar 2024 tickets will be available soon.

**ATTENTION: Hospitalar is a business event. Entrance is only permitted to people over 18 years of age. Minors may access the event as long as they are accompanied by their parents or legal guardians and sign a liability form at the entrance to the event.**

### 8.5 SUPPLY, MAINTENANCE AND CLEANING OF THE STAND

The supply and maintenance stand must be done from **8 a.m. to 9 a.m.**. Access will be granted by the loading and unloading area.

The contractors can request the maximum of **2 (two) badges** for maintenance service during the event. The employees that will carry out the maintenance service should present themselves at CAMPS – Contractor Service Center – in the last day of build up in order to exchange their badges.

If emergency maintenance is required, the exhibitor must go to the CAEX - Exhibitor Service Center and request authorization, and the criteria for approval are the sole and exclusive responsibility of the fair management.

### 8.6 MERCHANDISING

It will be considered as merchandising any advertising carried out outside the limits of the stand. The merchandising products offered by the organizer increase your brand visibility in front of the industry's leading buyers of the HOSPITALAR 2024.

Contact our sales team and explore the best options for your company by e-mail with Michael Fine.

The installation of any merchandising material will not be allowed without the agreement being signed and paid by the exhibitor.

### 8.7 COMMERCIAL REPRESENTATION



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When the exhibitor is a commercial representation company, trading company, holding company, member of a business group or has associated companies, the presentation of products from other brands will be permitted as long as the exhibitor provides the Promoter with a list of the companies in advance, together with proof of the existing exclusive relationship.

## 8.8 SOUND AND BACKGROUND MUSIC

All sound produced on the stand by audiovisual devices, recorders, radios or any other equipment may not exceed **70 decibels**.

The use of any amplifying equipment for sales or promotion messages is prohibited.

In case the exhibitor does not comply with these rules, the following measures will be taken by the Organizers:

- ✓ On the first violation: a verbal request will be made to adjust the volume of the sound system;
- ✓ On the second violation: the same request will be made by letter from the Organizers.

Noncompliance on reducing sound levels requests will result on stand power off without prior notice, and removal of the equipment for an undetermined time and subject to a fine and charge as a penalty fee.

For lectures, presentations, etc., it is necessary to use closed environments, such as rooms, auditoriums, etc.

According to Law 9610/98, which rules music royalties, an exhibiting company that uses lounge music on its stand, even playing public radio transmissions, must pay a specific charge, using the specific form, provided by ECAD (the Central Collection and Distribution Office for Artists' Royalties).



**ATTENTION: Live music and ambient sound can only be played AFTER 7PM in a way that does not disturb neighboring stands, with prior formal organizer's approval.**

## ECAD – SP

Av. Paulista, 171 - 3º Floor - Building Dom Pedro I de Alcântara - Zip code: 01311-000 -São Paulo - SP

Contact: Soliane / Tel.: +55 (11) 3287-6722 -Ext. 1132

Contact: Ana Claudia / Tel: +55 (11) 3287-6722 -Ext. 1146

Fax: +55 (11) 3285-6790

E-mail: [eventosp@ecad.org.br](mailto:eventosp@ecad.org.br)

Website: [www.ecad.org.br](http://www.ecad.org.br)

## 8.9 PROMOTIONAL DISTRIBUTION OF PRIZES AND RAFFLES

According to the Federal Reserve website, the Federal Savings Bank (Caixa Econômica Federal - CEF) is responsible for issuing authorizations, enabling the operation, inspecting and monitoring of all prizes and raffle draw except when the CEF itself or any other financial institution is an interested party. In this case applications are considered and authorised by the SEAE (Finance Ministry Economic Monitoring Office).

For more information, please check <http://www.caixa.gov.br/empresa/promocoes-sorteios/distribuicao-gratuita-premios/Paginas/default.aspx> and <http://www.caixa.gov.br/empresa/promocoes-sorteios/distribuicao-gratuita-premios/perguntas-frequentes/Paginas/default.aspx>.

The necessary authorizations and documents are the sole responsibility of the Exhibitor.

**IMPORTANT: The Organizer has no relationship with the competent bodies determining standards for the practice of distributing prizes and raffles.**



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## 8.10 USE OF SUBSTANCES

The use of alcohol, drugs and other substances are not allowed in the pavilion. Anyone under the influence of these substances will be immediately removed by the Organizers and remain at all times away from the location during the period of assembling, executing and disassembling the Event.

Exhibitors who offer alcoholic beverages must comply with Law 14.592/2011 that **prohibits the sale, offer, supply, delivery and allows the consumption of alcoholic beverages, even if free, to minors under 18 (eighteen) years old.**

Therefore, all exhibitors, by themselves or their legal representatives, agents or employees, undertake the duty of care, protection and vigilance and must:

(I) To affix, in sufficient number to ensure their visibility in the whole of the environment, notice of prohibition of sale, supply, delivery and permission to consume alcohol, even if gratuitously, to minors under 18 (eighteen) years old, in size and place of wide visibility, with express reference to this law and article 243 of Federal Law No. 8.069, of July 13th,1990, with the following warning:

### "ALCOHOLIC DRINK CAN CAUSE CHEMICAL DEPENDENCE AND, OVERALL, CAUSES SERIOUS HEALTH PROBLEMS"

- (II) Require an official ID in order to prove the age of the person concerned in the consumption of alcoholic beverage and, in case of refusal, to refrain from provide the product.
- (III) Do not allow the consumption of alcoholic beverages by persons under 18 (eighteen) years old in the premises of your stand
- (IV) Dispose alcoholic beverages in specific places or stands, apart from the other exposed products, with the signaling indicated in item (i) above in the same space.



In case of any questions, the full content of the applicable legislation can be found at the link: <http://www.alcoolparamenoreseproibido.sp.gov.br/wp-content/uploads/pl698a11-parcial.pdf>

## 8.11 PROHIBITED ACTIVITIES

The following activities are prohibited:

- Use of flames inside the hall;
- Generators and radioactive materials;
- Storage of gasoline, kerosene, diesel oil or other flammable liquids, even temporarily, inside the pavilion;
- Use of explosives and pyrophoric;
- Speeding or reckless use of vehicles or equipment, including forklifts;
- The presence of workers under the age of 18 during the assembly and disassembly period;
- Welding services;



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- Spray painting or painting with compressed air;
- Products classified as hazardous, including toxic, irritating, corrosive, harmful or oxidizing materials (with the exception of household cleaning materials);
- Equipment that may cause a nuisance due to odor, emission of unpleasant noises or strobe lights;
- Animals in the pavilion;

### 8.12 FIRE EXTINGUISHERS

**It is mandatory to all maintain the fire extinguishers of your stands** in compliance with the following standards: NR 23 (fire protection), NBR 14.276/1999 (fire and panic brigade) and decree 46.072/2001 (fire protection). Non-compliance of this rule will result in a penalty that will be charged during the exhibition.

**During the assembly, execution and disassembly periods, each stand must have at least one extinguisher for each 25 square meters of total area**, signaled and compatible with product and/or equipment exhibited and materials used in the stand construction. We recommend the fire extinguishers of **dry chemical powder (DCP) , CO2 (carbon dioxide) or ABC with 4Kg**.

CLASSE	MATERIAL
<b>A</b>	Materials that burn on the surface and in depth and leave residues, such as paper, wood, fabrics, fibers, etc. 
<b>B</b>	Flammable products such as gasoline, paint thinner, oil diesel, etc. 
<b>C</b>	Energized equipment such as electric motors, machines, etc. 

### 8.13 COMBUSTION ENGINES

Combustion engines will not be allowed inside the pavilion.

The use of any explosives, non-liquefied, toxic and combustible gases or LPG and helium gas cylinders inside the hall is prohibited.





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## 9 LEGAL REQUIREMENTS

The exhibitor is solely responsible for complying with the legal requirements of the law with regard to obligations:

1. Tax authorities inherent to the Federal Revenue Service, Finance Department, City Hall, Social Security;
2. Ministry of Labor and Employment;
3. Central Collection and Distribution Office (ECAD);
4. COVISA (Health Surveillance Coordination);
5. National Health Surveillance Agency (ANVISA);
6. ANATEL (National Telecommunications Agency)

### 9.1 TAX PROCEDURES



Do not issue invoices with the event promoter/organizer as the recipient (Informa Markets), as ICMS legislation does not provide for this type of operation.

#### 9.1.1 INVOICE FOR SHIPMENT AND RETURN OF GOODS

It is the Exhibitor's responsibility to comply with the legal requirements regarding the procedures for shipping and return of goods, equipment, products, utensils, etc.

### 9.2 IMPORT

#### 9.2.1 ICMS

Imports of goods from abroad under the Temporary Admission Regime are exempt from ICMS, with total suspension of payment of federal taxes levied on imports, subject to the deadlines and conditions established in federal legislation and when destined for:

- Fairs, exhibitions, congresses and other scientific or technical events;
- Commercial or industrial fairs and exhibitions;
- Shows, exhibitions and other artistic or cultural events

(RICMS-SP/2000, Annex I, art. 37, VI).

#### 9.2.2 TEMPORARY GOODS ADMISSION FOR TRADESHOWS, EXHIBITIONS, CONGRESSES AND OTHER EVENTS (FEDERAL REVENUE SERVICE)

Temporary admission is a customs procedure that allows foreign exhibitors, or Brazilian exhibitors who want to exhibit at fairs and events certain goods from other countries, to enjoy total or partial suspension of the payment of customs duties levied on their importation.

This benefit is only valid when the import of these goods is intended for the realization of/participation in cultural, artistic, scientific, commercial and sporting events, the packaging and transportation of other goods for trials and tests, **with a commitment to be re-exported and provided that are regulated by the following legislation:** IN SRF nº 35/99, IN SRF nº 285/03 and IN SRF nº 611/06.

The procedures to be applied in customs clearance, as well as the customs declaration to be used, depend exclusively on the purpose of the goods and can be found on the Federal Revenue website:

<http://idg.receita.fazenda.gov.br/orientacao/aduaneira/regimes-e-controles-especiais/regimes-aduaneiros-especiais/regime-de-importacao-comum-para-bagagens-1>

(DECREE NO. 6.759, OF FEBRUARY 5, 2009. Customs Regulations – Article 136 – O).



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## FEDERAL REVENUE

Service Unit RECEITAFONE: 146

### 9.2.3 IPI (Tax on industrialized products)

Products sent directly to exhibitions at sample fairs and similar promotions, carried out by the industrial establishment or industrial equivalent, may be released with tax suspension in accordance with Art. 43, II of the RIPI/2010 - Normative Opinion CST No. 242/1972.

For more information on RFB Normative Instruction No. 1.361/2013, arts. 3, caput, § 1, II, 4º, 5º, caput I, access:

<http://normas.receita.fazenda.gov.br/sijut2consulta/link.action?idAto=42144&visao=anotado>

## 9.3 COVISA E ANVISA

Exhibitors are obliged by law to keep their products, goods, services, environments and processes subject to health surveillance in compliance with COVISA and ANVISA legislation, remembering that stands at fairs and events are temporary establishments for exhibitors.

### COVISA (Health Surveillance Coordination)

Street Santa Isabel, 181, Vila Buarque - ZIP Code: 01221-010 - São Paulo - SP

Opening hours: From 9 a.m. to 4 p.m., Monday to Friday.

Phones: +55 (11) 3397-8278/ 3397-8279/ 3397-8280

[http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia\\_em\\_saude/](http://www.prefeitura.sp.gov.br/cidade/secretarias/saude/vigilancia_em_saude/)

### ANVISA (National Health Surveillance Agency)

Section 5, Special Area 57

ZIP code: 71205-050 - Brasília/DF

Service Hours: From 7:30 a.m. to 7:30 p.m., Monday to Friday.

Telephone numbers: 0800 642-9782

<https://www.gov.br/anvisa/pt-br>

## IMPORTANT

According to the health regulations in force in Brazil, the products to be exhibited at the event and intended for human consumption must not be sold or given away without prior registration with ANVISA. Companies that sell their products without proper registration will be subject to the penalties applied in this case.

We also recommend that special attention be paid to products imported and exhibited at the fair in the form of "temporary admission", in accordance with ANVISA regulation RDC 13, of January 27th, 2004, which establishes the duties and obligations of public or private persons involved in the entry, import and exit of products subject to sanitary surveillance, intended for exhibition at fairs and events, not approved by the National Sanitary Inspection System. According to this regulation, these products must be returned to their origin in the same way and in the same quantity as when they entered Brazil.

ANVISA will be present and its agents will be circulating around the event in order to ensure compliance with the applicable rules, verifying compliance with ANVISA's rules and regulations. We suggest that exhibitors keep a copy of the import documents for the imported products on their stands, as well as the other documents for the domestic products on display there, in other words:

- ANVISA registrations for the products on display, as appropriate;
- Import license;
- Invoices;

Note: Items that are imported with ATA Carnê do not need an Import License.

## 9.4 INSPECTION BY THE MINISTRY OF LABOR AND EMPLOYMENT

CONTACT: MINISTRY OF LABOR AND SOCIAL SECURITY



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Alô Trabalho Call Center: 158 (national service)

<http://portal.mte.gov.br>

#### **9.4.1 MINISTRY OF LABOR AND EMPLOYMENT AUDITOR**

It checks companies' compliance with worker protection legislation, with the aim of combating informality in the labor market and ensuring compliance with labor legislation.

[http://portal.mte.gov.br/fisca\\_trab/](http://portal.mte.gov.br/fisca_trab/)

#### **9.5 SOCIAL SECURITY**

##### **General Social Security Ombudsman - OUGPS**

Call Center 135 - Via Telephone

PREVCartas - Correspondence: P.O. Box 09714 - Zip code 70001-970 - Brasília-DF

In-Person Service: Esplanada dos Ministérios, Block F, Annex Building, Wing "A", 1st floor,

Monday to Friday, from 8 a.m. to 6 p.m.

Website: <https://www.gov.br/previdencia/pt-br>

#### **9.6 ANATEL (National Telecommunications Agency)**

Exhibitors must follow ANATEL's regulations for the use of the spectrum, approval and use of any equipment where any type of information transmission is carried out, whether telecommunication or not. Inspections and fines may result in the removal of equipment during the event, as well as other types of penalties applied by the regulatory body.

The regularization and approval of equipment before starting to use or market equipment and telecommunications can be consulted at:

<http://www.anatel.gov.br/setorregulado/apresentacao-certificacao>

To find out about the need to obtain UTE (Temporary Use of Spectrum) authorization before using radio frequency emitting equipment or demonstrating new technologies that occupy the spectrum, read the guidelines at: [www.anatel.gov.br/setorregulado/uso-temporario-do-espectro](http://www.anatel.gov.br/setorregulado/uso-temporario-do-espectro)

**The minimum request period is 15 days before the start of the operation.**



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## **10 OFFICIAL SUPPLIERS**

We will soon include a list of the event's official suppliers here.



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## 11 ATTACHMENT I – ENERGY CONSUMPTION REFERENCE GUIDE

EQUIPMENT	KVA
Commercial Coffee Machine 1700w/ 2700w/ 3000w/5000w	1,70/ 2,70/ 3/ 5
Home Coffee Machine 600w/ 800w/ 1100w	0,60/ 0,80/ 1,10
Hot Plate 3000w	3,00
Hot Plate 6000w	6,00
Hot Plate 9500w	9,50
Draft Beer Dispenser	0,50
DVD player	0,30
Oven 1000w	1,00
Oven 1750w	1,75
Oven 2400w	2,40
Oven 5000w	5,00
Oven 8000w	8,00
Microwave oven	1,20
Horizontal/vertical freezer	0,50
Electrical pan Fryer 2500w	2,50
Electrical pan Fryer 5000w	5,00
Minibar/ Fridge	0,30
Printer	0,25
Dichroic lamp (Halogen)	0,05
Dichroic lamp (LED)	0,01
PL fluorescent lamp 20w / 40w (with ballast)	0,03/ 0,05
Halogen lamp 300w / 500w	0,30/ 0,50
HO 110w fluorescent lamp	0,22
150w HQI lamp + ballast	0,35
Incandescent bulb 100w	0,10
Mixed Lamp 250w	0,25
PL lamp 40w	0,05
Microcomputer (CPU with monitor)	0,50
Laptop	0,03
3000w grill press	3,00
6000w grill press	6,00
Projector 150w/ 350w/ 500w	0,15/ 0,35/ 0,50
Rechaud - Bain Marie 1000w	1,00
Reflector with 180w/ 300w/ 500w halogen lamp	0,18/ 0,30/ 0,50
Reflector with 150w HQI lamp (with ballast)	0,30
Reflector (LED) 20w/ 30w/ 50w	0,02/ 0,03/ 0,05
Juice Coolers 300w	0,30
TV (average consumption)	0,30

**Note:** The above kVA quantities refer to consumption during the entire period of the event. The table above serves only as a reference for calculating equipment common consumption. It is necessary to observe the technical manuals or the plate on the body of the appliance with the installation characteristics.

**The kVA used on your stand during the event will be checked and controlled by the company responsible for this area. If consumption exceeds the contracted amount, the exhibitor will be notified and charged during the event.**



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## ATTACHMENT II – WAIVER OF RIGHT OF RETURNS (MODEL)

Insurer's letterhead

To

Official Carrier of the event (Name and Taxpayer Identification Number)

### Declaration

It is hereby declared for all intents and purposes that, for a period of three months, starting from \_\_\_\_\_, the company \_\_\_\_\_ maintains a **NATIONAL TRANSPORT** Insurance Policy, guaranteeing the risks of goods transported within the National Territory, covering the following risks:

Collision, rollover, carrier's overturning, fresh water / rain water, bad cargo stowage, breaking, kneading, scratch, loading and unloading, removal, handling, contamination, contact with other goods, spill out, leak, armed robbery theft, complete disappearance of the transported vehicle, loss of entire volumes and robbery.

The maximum limit of liability for goods by vehicle / trip is\$ \_\_\_\_\_.

### RECOURSE ACTION AGAINST CARRIERS

This insurer waives its right to take recourse action against \_\_\_\_\_ **(Legal Name of the Official Carrier)**, exclusively in the event of compensation for the risks described above, covered by the policy **IN ISSUE**.

The Subrogation of Rights Clause by the Insurer is excluded only in relation to Cargo owned by \_\_\_\_\_ and provided that it is not attributable to serious fault, bad faith on the part of the carrier and/or their agents, or failure to comply with the provisions governing road transport and the laws of the Brazilian Traffic Code.

\_\_\_\_\_  
Insurer Signatures



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## TERM OF RESPONSIBILITY FOR EXHIBITORS AND ASSEMBLERS

The original document need to be delivery at CAMPS – Contractor Service Center, as from the first attendance day (mandatory one form for each booth).

Exhibitor: _____		
Trade name: _____	Taxpayer identification number/ National tax identification number: _____	
Legal representative: _____		
Assembler: _____	Stand Number: _____	M <sup>2</sup> : _____
Trade name: _____	Taxpayer identification number/ National tax identification number: _____	
Legal representative: _____		
Services provided: _____		

For the execution of this term, the parties took into account that:

- (i) The Exhibitor entered into a Participation and Services agreement with the Promoter – Informa Markets Ltda., whose purpose is to lease an area for Hospitalar 2024 to be held between **21th a 24th of May 2024**;
- (ii) The Exhibitor is committed to effectively complying with the specific conditions, general conditions and participation manual that make up the Agreement entered into with INFORMA MARKETS;
- (iii) The Exhibitor expressly declares that it is fully and unrestrictedly aware of the rules and security measures that must be adopted by you, your legal representatives or agents, and also by the assembly companies, suppliers, providers, third parties and respective employees;
- (iv) The Exhibitor is the sole and exclusive contractor for the services of the assembler company, above qualified, and must ensure the conservation of the area and the effective fulfillment of all the standards and safety measures by the assembler, being fully responsible for the services contracted, either before INFORMA MARKETS or any third parties;



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- (v) The Assembler declares itself responsible for assembling the stand, material, staff and for any other contracted service provider during the entire period of assembly until the disassembly of the stand.

Having made the preliminary considerations above, the parties, Exhibitor and Assembler, declare that they are jointly and severally liable before INFORMA MARKETS, located at Avenida Doutora Ruth Cardoso, 7221, 22nd floor, São Paulo, SP, and registered with the CNPJ/MF no.01.914.765/0001-08:

- (i) For the upkeep of the area where the services will be carried out, undertaking to return it in the same condition in which it was delivered, free and clear of persons, things and any materials;
- (ii) For setting up the stand in accordance with the contractual rules, standards and requirements stipulated in the Exhibitor's Manual and all those expressed in current legislation;
- (iii) Effective compliance with occupational health and safety rules and measures in order to protect and prevent risks and damage to workers' lives and health, also adopting all measures necessary to monitor them;
- (iv) Compliance with all the Regulatory Norms (NRs) applicable to events, which are legal norms incorporated into Brazilian legislation, ensuring that all its employees and/or contractors are legally qualified in accordance with these standards;
- (v) For any damages that may be caused, directly or indirectly, to the Pavilion, service providers, employees or any third parties.

Paragraph One: In the event of non-compliance with item (i) above, the Assembler shall pay the Promoter company a non-compensatory fine of R\$ 2,000.00 (two thousand reais), without prejudice to the determination and compensation for damage to buildings, installations, equipment and fittings.

Paragraph Two: The parties, Exhibitor and Assembler, shall be jointly and severally liable, by themselves, their legal representatives or their agents, for any damage they may cause during the provision of services, whether material or moral, in the civil or criminal sphere.

São Paulo, \_\_\_\_\_ in \_\_\_\_\_ in 2024.

" In agreement":

\_\_\_\_\_  
**Exhibitor's name**

\_\_\_\_\_  
**Assembler's name**

\_\_\_\_\_  
**Exhibitor's signature**

\_\_\_\_\_  
**Assembler's signature**





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FOR USE BY THE PROMOTER COMPANY:

We certify that the area was returned on \_\_\_\_ / \_\_\_\_ / 2024, under the following conditions:

- In perfect condition
- Missing parts or accessories
- Defective as follows.
- Others: